

**Staff Conference Meeting Minutes  
Whitton Auditorium  
November 17, 2015**

Grant Scurry, Staff Assembly Chair, called the meeting to order at 2:01 pm.

Grant acknowledged the approval of minutes and reminded everyone that minutes from both Staff Assembly meetings and Staff Conference meetings are available on the Staff Assembly website.

**Comments from Dr. Mahony**

- Dr. Mahony thanked everyone for their help with the Democratic Forum and the surrounding events. We received many compliments.
- He thanked everyone for a great Homecoming.
- He reminded that the strategic planning process is ongoing for the next couple of months and that progress is being made.

**Staff Feedback and Updates**

- The approval form for special projects and events will be online soon along with an approval process in place.
- Zan Jones from HR reminded everyone that unused sick time can be donated to the leave pool by completing an online form by December 15. You cannot carry over more than 180 sick days or 45 vacation days from one year to the next. If you do not donate it, those hours are lost. .
- The issue of staff visiting the Health and Counseling Services office was addressed. The Health and Counseling Services budget is funded by student fees so faculty and staff are not permitted to use the service. Exceptions include: first aid for injury or chest pains, blood pressure checks, work related injuries or some immunizations.

**Staff Assembly Representation**

Four elections for representatives to Staff Assembly will be held before Christmas break so new representatives can begin in January. Two will replace and complete the terms vacated by Kelly Shelton (from the President's Office) and TJ Carney (from Finance and Business) due to restructuring. Two new representatives will be elected to represent the newly created divisions – Division of University Relations and the Division of Human Resources, Employee Diversity and Wellness.

**Standing Committee Reports**

- Elections & Nominations – Nominations will open on November 19. Voting will occur in December with those elected being announced soon after.
- Media & Communications – Summersby Okey-Hamrick is the new chair of this committee. Please send all Staff Stuff entries to her.
- Professional Development – No new updates.
- Campus & Community Involvement – Thanks to all who participated in the Halloween costume contest. Some tweaking will be done to the voting process before next year. We are into our food drive for Project Hope. The goal this year is to collect 1200 pounds of food. There are food collection bins all over campus. The last day is December 18. We may get some free ice skating tickets from the city of Rock Hill. Details to come. Still working on a cookie exchange for December 16 and a tacky Christmas sweater event.

- Recognition Committee – Nominations for the November staff member of the month are due on November 30.

### **Introduction of Staff Member of the Month Nominees and Staff Member of the Month**

There were nine nominations this month. Michelle Mitcham is staff member of the month for the month of October!

### **Questions and Comments**

- Non-Supervisor EPS training is scheduled for November 19 at 9 and 11am. There are still a few spots available.
- The counseling department in the Grad School does offer some free counseling sessions.
- There will not be another Wake-Up Friday until a department steps up to volunteer.

**Next Staff Conference** – Tuesday, December 15, at 2:00pm in Whitton Auditorium.

Meeting adjourned at 2:34pm.

Staff Assembly members present: Grant Scurry, Maria D'Agostino, Rebecca Best, Johnathan Brabson, Rob Dellibovi, Laura Little, Kelly McGinnis, Janelle Stevens, Kara Traverse

Staff Assembly members absent: Niki Behr

Approximately 76 staff members attended (including assembly members)